

HR Practitioner



Practitioner



As an HR practitioner, you have the opportunity to help shape the success of NSPS! You are involved in creating a flexible, modern HR system that meets national security requirements. In working with NSPS, HR practitioners help transform the future of human resources throughout DoD. You can influence how people are recruited, developed, deployed and retained for years to come. This brochure explains:

- The role of HR in the migration to NSPS
- Key topics of interest to people in your organizations
- HR consulting



*How Does HR **Help** in the Transformation to NSPS?*

Senior leaders, managers, supervisors and employees look to you to analyze and interpret the new policies and guidelines for NSPS. They need you to help them understand the changes from title 5 to NSPS, and how these changes affect their work life. They look to you to find simple and workable procedures for implementation.

You play a key “Change Agent” role in supporting the transition to NSPS. Over the coming months, you will need to arm yourself with the facts necessary to dispel misconceptions and deflate rumors about NSPS and how the system works.

People are naturally concerned about change. By sharing information and promoting common understanding of the roll out of NSPS, you can help employees acclimate to and adopt the new NSPS environment and culture.

*What Should You **Communicate?***

Be sure to address the following topics with your serviced organizations.

Emphasize What is Not Changing

There are many important protections and rights that are not changing under NSPS. Take time to emphasize them:

- Merit system principles
- Rules against prohibited personnel practices
- Whistleblower protection
- Veterans’ preference
- Benefits (retirement, health, life, etc.)
- Anti-discrimination laws
- Fundamental due process
- Allowances and travel/subsistence expenses
- Training
- Leave and work schedules



Emphasize “No Loss of Pay” During Conversion

Reassure employees that they do not lose pay as they migrate to the new system. In fact, some may receive a pay increase. In many cases, employees will receive a salary increase equal to the amount they have earned towards their next Within Grade Increase (WGI). This is known as the “WGI buy-in”.

Under the proposed regulations, employees receive a prorated buy-in for within grade increases when they are placed into the system. After that, those funds will become part of the monies available for performance payouts and other pay increases.

Emphasize Employee Rights are Protected

Under NSPS, employees retain critical rights such as due process, whistleblower protections and protection against illegal discrimination. The merit system's principles and protection against prohibited personnel practices are preserved under NSPS. Employees still have the right to appeals and to participate in union activities, including collective bargaining.

Explain to Managers and Supervisors that They have Greater HR Flexibilities

Under NSPS, additional hiring authorities are available to attract highly qualified job candidates. With pay-for-performance, they have greater opportunities to recognize and reward high performers. Many HR processes are simplified and shortened.

Direct Employees to Sources for Training Opportunities and Current Information

Classroom and online training classes, operating regulations and guidelines are available to support your organization through the NSPS transition. Training details will be announced through your chain of command and other channels when they are finalized.

Also, encourage employees to visit the NSPS website – a comprehensive and up-to-date resource:
<http://www.cpms.osd.mil/nsps>

Proactive **HR Consulting**

The implementation of NSPS provides ample opportunity for the creative, flexible HR practitioner to play a significant role in transforming the DoD culture. Everyone needs your consulting skills in dealing with the following HR processes:

- Converting employees to appropriate career groups and pay bands
- Developing new position descriptions
- Understanding pay pool administration
- Using the hiring flexibilities
- Advising on performance planning and understanding the performance management system
- Explaining and reinforcing new concepts surrounding career progression
- Explaining employee appeals and grievance processes
- Advising on new labor-management responsibilities

NSPS creates new responsibilities and opportunities for you. You have the chance to learn new skills, and provide your serviced organizations with a more flexible HR system that allows all employees to achieve higher levels of performance. Remember, change provides opportunities for growth and development.

Make a difference



*National Security
Personnel System*

For More Information

NSPS

Visit the NSPS website –
<http://www.cpms.osd.mil/nsps>

NSPS in Your Component

Visit the Air Force at:
<http://www.dp.hq.af.mil/dpp/dppn/nsps/index.cfm>

Visit the Army Civilian Personnel On-Line at:
<http://www.cpol.army.mil>

Visit the Fourth Estate at:
<http://hrd.whs.mil>

Visit the Navy Knowledge Online at:
<https://wwwa.nko.navy.mil>